

**TEXAS COMMISSION ON LAW ENFORCEMENT
STATE AGENCY – JOB VACANCY NOTICE**

JOB LISTING NO: 16-06
SALARY: From \$31,144
POSITION TITLE: Accountant I

CLOSING DATE: Until filled
DURATION: Regular Full-time
CLASS NO.: 1012

GENERAL DESCRIPTION

Performs entry-level accounting work. Work involves maintaining, preparing, posting, and balancing accounting, and financial statements, records, documents, or reports and employee time. Will work in several areas of accounting work such as time and leave accounting, accounts payable, accounts receivable, purchasing, financial reporting, property and equipment control and other areas. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Performs tasks related to timekeeping and leave accounting.

Serves as a consultant on accounting matters to administrative, supervisory, or technical staff.

Responsible for receiving, depositing, allocating, and checking for errors in funds, special state funds or appropriations.

Prepares financial records and controls, and operating reports.

Classifies, codes, posts, and balances financial and accounting documents and records.

Prepares payment, cash, general journal, and related vouchers.

Prepares substantive financial statements, special exhibits, or schedules.

Researches reconciliation discrepancies and reports findings.

Sets up and maintains accounting controls and records, and maintains accounting files and reports.

Checks accounting operations in progress, reviewing and auditing completed financial records for accuracy and conformance with legal and departmental procedures and regulations.

May maintain the asset schedule and perform inventory and property related tasks.

Recommends improvements, adaptations, or revisions to the accounting system and accompanying procedures.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Experience in accounting or bookkeeping preferred. Graduation from an accredited four-year college or university is preferred. Major course work in accounting or directly related discipline is preferred. Knowledge in the use of the following state software systems preferred: CAPPS, USAS, USPS, TINS, FM Query, SPA.

Knowledge, Skills, and Abilities

Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting records, purchasing and automated accounting systems.

Ability to meet strict deadlines and arrive at work on time.

Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail; and to analyze, consolidate, and interpret accounting data.

Ability to pass a Law Enforcement Sensitive Background Investigation

Skill in the use of standard office equipment and software including Microsoft Word, Excel, Access, Outlook, and SharePoint.

Knowledge in the use of or the ability to learn the following state software systems: CAPPS, SPA, USAS, USPS, TINS, and FM Query.

Ability to communicate and interact effectively with staff members; to respond to inquiries in a timely manner; to implement administrative procedures; and to interpret rules, regulations, policies, and procedures.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 36, 89, 70, 34, 88, 65, 36B, 36A, 89A, 70C, LS, 310X, 651X, 751X, SK, 420, 020, 30, 31, 32, F&S, FIN10, 3451, 3402, 3404, 3408, 8844, 6F0X1, 6F, 65WX, 65AX, 65FX. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. Additional Military Crosswalk information can be accessed at

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf

APPLICATION PROCESS:

Apply for this position through www.workintexas.com. Applications should demonstrate how you meet or exceed the job requirements. Resumes are not required, but may be attached to application. Any additional questions related to the job posting must be completed in order to apply.

Texas Commission on Law Enforcement, 6330 E Highway 290 STE 200, Austin, Texas 78723-1035. **The Commission is an Equal Opportunity Employment Agency. Applications received after the closing date will not be considered.**